



DSSD Census 2000 Procedures and Operations Memorandum Series Chapter S-QD-02

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Through: Catherine Keeley *CK*
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From: Tommy Wright *Tommy Wright*
Chief, Statistical Research Division

Subject: "Census 2000 Accuracy and Coverage Evaluation
Computer Assisted Interview"

Recently your staff requested a summary of the questions and paths in the Accuracy and Coverage Evaluation computer assisted interview.

We are pleased to provide to you that information in the attached document. Any questions may be directed to Catherine Keeley on 301-457-4950.

Attachment

cc: DSSD Census 2000 Procedures and Operations Memorandum Series Distribution List
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Census 2000 Accuracy and Coverage Evaluation Computer Assisted Interview

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The Accuracy and Coverage Evaluation (A.C.E.) interview can be conducted as a computer assisted personal interview (CAPI) or a computer assisted telephone interview (CATI). The purpose of the interview is to collect data from households in the A.C.E. sample to match to data from census questionnaires from the same households. The data are used to provide estimates of the accuracy of the 2000 decennial census counts. The interview consists of establishing a household Census Day resident listing for a sample housing unit and demographic characteristics for each person. Other features of the instrument include:

- A separate interview adapted for single person households.
- A separate full Spanish language translation. The instrument also records whether the interviewer used the Spanish or the English version.
- Two separate proxy interviews; one for conducting interviews with proxy respondents for current residents, and one for conducting interviews with proxy respondents for Census Day residents.
- "Help" screens for interviewers to use in situations they find confusing or when they need more information to answer a respondent's concerns about the interview.

The instrument also stores information collected by interviewers for potential recontacting of sample housing units for other purposes such as quality assurance.

Background of the A.C.E. Interview

The 1990 Post-Enumeration Survey (PES) interview was a paper, interviewer-administered questionnaire. The PES questionnaire and the research that went into its development was the starting point for the development of the 2000 A.C.E. interview. For the 1995 Census Test, an automated instrument was developed. That instrument was tested again in 1996 and in the dress rehearsal.

The development of the instrument was an inter-divisional team effort. The members of the team developing the dress rehearsal and Census 2000 instrument were: Catherine Keeley (Team Leader), Carol Corby, Elizabeth Nichols, Richard Smiley (SRD); Anne McGaughey, Zenoby Orsten (DMD); Tamara Adams, Anthony Breaud, Rosemary Byrne, Anthony Dorsey, Harold Huntley, Marjorie Martinez, Thakur Persaud, Magdalena Ramos, Denise Wickwar (DSSD); Nola Krasko (FLD); Tammi Archer, K. Rae Carlers (TMO). Past members who contributed greatly to the development of the instrument were Nancy Bates, Thomas Melaney, and David Whitford.

The work of the team was based on research begun shortly after the 1990 census and continuing through the dress rehearsal for Census 2000. Appendix A contains a list of studies and reports that formed the research used by the design team in developing the 2000 Census A.C.E. interview.

CAPI Capability

When used as a CAPI interview, the instrument contains sample addresses and instructions to help the interviewer locate the sample housing units. Location instructions are imbedded in the instrument as help screens as well as on data screens that also record the interviewer's efforts to locate a sample housing unit.

Once an interviewer has located a sample housing unit and finds there is "no one home" or finds the unit vacant, the interviewer enters this information into the instrument. If the interviewer determines that the unit is currently vacant, there is a set of questions and instructions that help the interviewer determine whether the unit was vacant on Census Day also. In the case of "no one home," the interviewer has this information available to plan for the next visit to the sample housing unit.

If someone answers the door, there are a series of questions to ensure that the interviewer is at the correct housing unit. First, the interviewer introduces himself/herself, shows the respondent his/her identification, and gives the respondent a letter from the Director of the Census Bureau that explains the purpose of the interview. The letter also contains the length of the interview, the Census Bureau's pledge of confidentiality and the Office of Management and Budget's (OMB) approval number. The interviewer says:

"Hello, I'm [name] from the U.S. Census Bureau. Here's my identification.

As part of Census 2000, we are visiting households to make sure we counted everyone correctly. Here is a letter explaining our interview."

If the respondent has questions about the purpose of the interview, why they should participate, concerns about confidentiality, and so forth, there are help screens available to aid the interviewer in answering respondent concerns.

Next, the interviewer verifies the address by asking, "Is this <sample address¹>?" The interviewer verifies that the person at the door lives at the sample housing unit by asking, "Do you currently live here?" If the person at the door does not live there the next question is, "May I speak with someone who currently lives here?"

If the person lives there, the interviewer begins the interview with a series of questions to obtain the names of everyone living currently² at the sample housing unit. The first question is:

"I need to get a list of everyone living here permanently or staying temporarily at this address. What is your name?"

After obtaining the name of the person with whom the interviewer is speaking, the interviewer asks, "Anyone else?" If there is a "yes" response, the interviewer asks, "What is his or her name?" and follows that with "Anyone else?" until the interviewer receives a "no" response.

As a check for types of people who are frequently left off listings of household members, there are two additional questions. The first question asks about people who may live at the household sometimes, but not all the time, such as children in joint custody or people who travel a great deal of the time. The question is:

"Are there any additional people who currently live or stay here like someone who's temporarily away or someone who stays here off and on?"

If the response is "yes" the interviewer asks, "What is his or her name?" and follows with "Anyone else?" until the interviewer receives a "no" response.

Other persons who are frequently omitted from household listings are roommates or live-in employees. The interviewer asks, "Is there anyone else like a roommate or a live-in employee who lives here?"

If the response is "yes" the interviewer asks, "What is his or her name?" and follows with "Anyone else?" until the interviewer receives a "no" response.

At this point in the interview, the interviewer has collected a list of household members that the respondent has voluntarily mentioned, and the interviewer has also checked for two types of persons research has shown are frequently left off household listings.

The interviewer then reviews a screen that contains a list of the household members the respondent reported. The interviewer reads the list of names and asks if the list is correct.

¹ The sample address is inserted into the question by the instrument.

² At the time of the interview.

The interviewer says, "I have listed [READS NAMES ON SCREEN]. "Is that correct?" After the respondent has reviewed the names, the interviewer can change the spelling, or add or delete a name.

When the respondent agrees that the list is correct, the interviewer hands the respondent a calendar containing the months of March, April, and May of 2000 that has Census Day clearly marked. At this point in the interview, the goal is to begin determining whether the people listed as current residents were also residents of the sample housing unit on Census Day and if anyone else should be included as a Census Day resident. The interviewer asks if any of the listed persons (current residents) had moved into the sample housing unit after Census Day. The interviewer says to the respondent:

"Please look at this calendar. Did any of the people I just listed move into <sample address> after Census Day, April 1, 2000?"

If the answer is "yes," the interviewer asks, "Who moved in after April 1?" Any person mentioned is considered a nonresident of the sample housing unit on Census Day. If everyone in the household is mentioned, then the whole household is considered nonresidents on Census Day.

The interviewer now has a list of current residents who also lived at the sample housing unit on Census Day. We also need to know if there was anyone living at the sample housing unit on Census Day who does not live there currently. The interviewer asks, "Was there anyone else living or staying here on April 1, 2000 who has moved out?" If the response is "yes," the interviewer asks, "What is his or her name?" and "Anyone else?" until a "no" response is received.

The interviewer now has a list of the names of everyone the respondent has reported living at the sample housing unit currently and on Census Day. The interviewer then establishes a reference person (relationships will be relative to this person) by asking who owns or rents the house or apartment. The interviewer asks, "In whose name is this (house/apartment)³ owned or rented?" The interviewer also asks whether the housing unit is owned or rented by saying, "Do you own this (house/apartment), rent it, or live here without payment of rent?"

At this point in the interview, the interviewer begins to collect demographic characteristics about all listed persons to facilitate matching the persons collected in this interview to persons listed on

³ Interviewers fill this appropriately.

the census questionnaire for the sample housing unit. The demographics characteristics collected in the interview are:

1. Sex: The interviewer may enter the sex of the person or ask the question when in doubt. The question is, "Is [NAME⁴] male or female?"

2. Age: Age is collected in a series of questions. The interviewer asks for date of birth ("What is [NAME'S] date of birth?"). When the date of birth is entered in the instrument, the age of the person is calculated and the interviewer verifies the age by saying, "So [NAME] was about [AGE] on April 1?" If the age is not correct, the interviewer changes the date of birth in the previous question and the age is then recalculated.

If the respondent does not know the date of birth, then the interviewer asks the person's age. The interviewer asks, "What was [NAME'S] age on April 1, 2000?"

3. Relationship: Relationship is to the person in whose name the house or apartment is owned or rented (called the Reference Person). The interviewer hands the respondent a card containing relationship categories (see the card in Appendix B) and asks, "How is [NAME] related to [THE REFERENCE PERSON]?" for each person.

4. Hispanic Origin: Hispanic origin is collected in a series of questions. The first question is, "Is anyone of Spanish, Hispanic, or Latino origin?" If the response is "yes," the interviewer asks, "Who is?" followed by "Is there anyone else of Spanish, Hispanic, or Latino origin?" until the response is "no."

If anyone is mentioned as being of Hispanic origin, the interviewer asks, "Is [NAME] of Mexican, Puerto Rican, Cuban, or some other Spanish origin?" for each person mentioned.

5. Race: Race is also collected in a series of questions. The interviewer refers the respondent to the part of the card containing racial categories (see the card in Appendix B) and says, "I'm going to read a list of race categories. Please choose one or more categories that best describe [NAME'S] race."

If the respondent says, "American Indian or Alaska Native," the interviewer asks, "What is [NAME'S] enrolled or principal tribe(s)?" The interviewer records as many responses as are given.

⁴ The brackets containing name, age, and the Reference Person's name are filled by the instrument. When speaking to the respondent, "Are you" or other appropriate fillers replaces "Is [NAME]."

If the respondent says, "Asian," the interviewer asks, "To what Asian group does [NAME] belong? Is [NAME] Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, or, some other Asian group?" The interviewer records as many responses as are given.

If the respondent says, "Pacific Islander," the interviewer says, "To what Pacific Islander group does [NAME] belong? Is [NAME] Guamanian or Chamorro, Samoan, or some other Pacific Islander group?" The interviewer records as many responses as are given.

At this point, the interviewer has a list of all reported current and Census Day residents and their demographics characteristics for use in matching these residents to residents reported on the census questionnaire for this housing unit.

For households that reported moving into the sample housing unit after Census Day, we verify that the information is correct. The interviewer says to the respondent:

"So, everyone you mentioned today moved into <sample address> after April 1, 2000. Is that correct?"

If the information is correct, the interview is continued by asking the respondent if they know and have information about the residents of the sample housing unit who lived there on Census Day. This part of the interview is discussed in the section on Post-Census Day Movers.

For all households in which at least one member lived at the sample housing unit on Census Day, the interviewer continues with a few questions that check for two types of special living situations that are potential sources of duplicate enumerations. Respondents tend to forget that household members may have been living or staying at a place away from the sample housing unit. This may cause a person to be reported more than once. They may be reported once at the sample housing unit and again at other places where they may have lived or stayed.

The first situation that has the potential to cause duplicate enumerations is when a person may be living at a place that was not a private household on Census Day. Since the Census Bureau does special enumerations at places such as college dorms, nursing homes, prisons, and emergency shelters, the interviewer inquires if anyone was staying at any of these types of places by saying:

"Your answers to the next few questions help us count everyone at the right place. The Census Bureau does a special count at all places where groups of people stay. Examples include college dorms, nursing homes, prisons, and emergency shelters. On April 1, 2000, were any of the people you mentioned today staying elsewhere at any of these types of places?"⁵

⁵ An interviewer help screen is available with a complete list of special enumeration places.

If the response is "yes," the interviewer asks, "Who stayed at one of these types of places?"

The next situation that can result in a duplicate enumeration is when a person might have another residence. The interviewer says:

Some people have more than one place to live. Examples include a second residence for work, a friend's or relative's home, or a vacation home. On April 1, 2000, did any of the people you mentioned today have a residence other than <sample address>?

If the response is "yes," the interviewer asks, "Who had another residence?"

For each person mentioned as having another residence, the interviewer asks, "As of April 1, did [Name] spend most of the time at <sample address> or at the other residence?" If the response is, "I don't know," the interviewer asks:

"Which of the following categories, most accurately describes the amount of time [Name] stays at the other residence? A few days of each week; entire weeks of each month; months at a time; or some other period of time."

If the respondent still is not sure where the person spent most of the time, there is a series of questions designed to assign an amount of time spent at some other residence, such as, "During a typical week, did [Name] spend more days at <sample address> or at the other residence?" or "During a typical month, did [Name] spend more weeks at <sample address> or at the other residence?"

If these questions do not help the respondent decide where the person spends "most of the time," the person's residence is determined by asking:

"Was [Name] staying at <sample address> or the other residence on April 1, 2000?"

At this point, the interviewer has a reported list of current and Census Day residents of the sample housing unit developed through an extensive household listing procedure. The interviewer has obtained the demographic characteristics of the listed persons. Through questions on mobility and other possible residences it has been determined (1) whether everyone listed in the household currently should be considered a Census Day resident of the sample housing unit, and (2) whether anyone currently absent from the household should be considered a Census Day resident.

The interviewer now is ready to conclude the interview. Before concluding, there is one last check of the household listing. The first name, middle initial, last name, sex, and age of each person listed as a current and Census Day resident is shown on the screen. The interviewer, again, shows the respondent the computer screen and asks, "Do I have the spelling, sex, and age

correct for everyone?" If not, corrections can be made at this screen and the respondent is asked to verify and/or change the information until the respondent says that everything is correct.

The interviewer asks the respondent for his/her telephone number by saying, "In case we need to contact you again, may I please have your telephone number?" then thanks the respondent and concludes the interview by saying, "This concludes our interview. The Census Bureau thanks you for your participation."

CATI Interview

When the instrument is being used to conduct a CATI interview, telephone numbers obtained from returned census questionnaires are loaded into the instrument. Each telephone number is called and information about the disposition of each telephone number is entered into the instrument.

When the interviewer contacts a household, the interviewer introduces himself/herself and verifies that he/she has reached the telephone number dialed. The interviewer says, "Hello, I'm [NAME] from the U.S. Census Bureau. Is this [TELEPHONE NUMBER⁶]?" If it is not the correct telephone number, the interviewer concludes the interview and apologizes for having disturbed the household.

If it is the correct telephone number, the interviewer explain the reason for the call by saying:

"As part of Census 2000, we are calling households to make sure we counted everyone correctly. Your response to this survey is required by law, Title 13 of the United States Code. This is the same law that also protects your privacy. No one outside the Census Bureau will see your answers. The interview will take approximately 10 minutes."

The interviewer then verifies that the telephone number reached is the sample housing unit by asking, "Is this <sample address>?" If it is not the sample address, a message is prominently displayed that instructs the interviewer not to conduct an interview if he/she has reached any address other than the sample address.

If it is the correct address and an apartment designation is part of the address, the interviewer verifies the apartment designation as well by asking, "Just to be sure, is this <unit designation>?" Again, if any part of the sample address does not verify, a message is displayed that says, "Do not conduct an interview if you reach any address other than the address displayed above."

Once the interviewer establishes that he/she has contacted the correct address, the rest of the questions are the same as the personal visit interview with a few exceptions. There are minor wording changes in the questions to accommodate talking on the telephone, such as changing

⁶ Telephone number, sample address, and unit designation are filled by the instrument.

"here" to "there" or "this" to "that" in questions that refer to the sample housing unit, e.g., "I need to get a list of everyone living **there** permanently or staying temporarily at **that** address. What is your name?" (emphasis added).

Clearly, on the telephone we do not have the opportunity for the same interaction with the respondent as in a personal visit. Devices such as cards containing response categories or sharing information on the computer screen cannot be used. One change resulting from not using cards with response categories on them was a change in the presentation of the relationship question. Instead of giving the respondent a card containing relationship categories and asking, "How is [NAME] related to [THE REFERENCE PERSON]?" we had to read the relationship categories to the respondent. The interviewer says:

"I'm going to read a list of relationship categories: spouse, natural born or adopted child, stepchild, brother or sister, parent, grandchild, other relative, roomer, boarder, or foster child, roommate or housemate, unmarried partner, other nonrelative. How is [NAME] related to [THE REFERENCE PERSON]?"

Also, we could not use a calendar to refresh respondents' memories when asking about moving into the housing unit after Census Day. We also could not ask the respondent to review the screen for correct name spelling, sex, and age of each person listed as a resident of the household as we do when concluding the personal visit interview. In all other respects, the major features of the personal visit interview are the same for the telephone interview and the same data are collected.

At the end of the interview, the interviewer thanks the respondent, gives the OMB approval number, and provides the respondent with an opportunity to ask for an address to direct any questions the respondent might have. The interviewer says:

"This concludes our interview. Thank you very much for your cooperation.

This survey has been approved by the Office of Management and Budget and given the approval number 0607-0866. This approval number enables us to conduct the interview and to collect the information.

If you have any questions about this survey, I have an address you can write to for information. Would you like that address?"

If the response is "yes," the address given is for the Associate Director for Administration/Comptroller at Census Bureau Headquarters.

Post-Census Day Movers

In some households every member of the household is identified as having moved into the sample housing unit after Census Day. In those households we also conduct an interview about

the people who lived at the sample housing unit on Census Day. We ask the current residents if they can answer questions about the Census Day residents. The interview about Census Day residents is the same as the interview about current residents with changes in wording to accommodate asking questions about another household, e.g., "What is the name of the first person who **was living at <sample address> on April 1?** (emphasis added).

If the current residents cannot answer questions about the Census Day residents, we look for neighbors or friends in the neighborhood who can answer the questions. The instrument records the efforts of the search for persons to answer questions about the Census Day household and also for information about the person who ultimately performs as a "proxy" respondent.

Single Person Household

In situations in which only one person lives at the sample housing unit, the same questions are asked as in the personal visit interview or telephone interview but with minor wording changes to accommodate gathering information about one person rather than a whole household. For example, when inquiring whether the respondent moved into the sample housing unit after Census Day, the interviewer asks, "Did **you** move into <sample address> after Census Day, April 1, 2000?" rather than the form of the question used for a whole household, "Did **any of the people I just listed** move into <sample address> after Census Day, April 1, 2000?" (emphasis added).

The only questions not necessary to ask of a single person household are those in which a reference person is identified and establishing the relationship to the reference person.

Appendix A**Research Influential in the Development of the 2000 Census A.C.E. Interview**

Balutis, M. (1998). "Interviewer Debriefing Results."

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Bates, N. (1996). "Reinterviews and Reconciliation Using CAPI: The Integrated Coverage Measurement (ICM) Interview." Paper prepared for presentation at the InterCASIC Conference, San Antonio, TX.

Bates, N. and Sweet, E. (1996). "Behavior Coding Evaluation from the ICM Field Test in Paterson, N.J. 6/10/96." U.S. Bureau of the Census, 1996 Census Test Memorandum Series Chapter IP-QD-5.

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Flashcards

Relationship

- 1 - Husband or wife
- 2 - Natural born or adopted son or daughter
- 3 - Stepson or stepdaughter
- 4 - Brother or sister
- 5 - Father or mother
- 6 - Grandchild
- 7 - Other relative
- 8 - Roomer, boarder, or foster child
- 9 - Roommate or housemate
- 10 - Unmarried partner
- 11 - Other nonrelative

Race

(Choose all that apply)

- 1 - White
- 2 - Black, African American, or Negro
- 3 - American Indian or Alaska Native
- 4 - Asian - includes
 - Asian Indian
 - Chinese
 - Filipino
 - Japanese
 - Korean
 - Vietnamese
 - Other Asian
- 5 - Native Hawaiian
- 6 - Other Pacific Islander - includes
 - Guamanian or Chamorro
 - Samoan
 - Other
- 7 - Some other race — Which race?